



U.S. Department of
Transportation
Office of the Secretary
of Transportation



DOT Transit Benefit Certification Bulletin

BULLETIN #: TSB-2024-06

DATE: April 4, 2024

SUBJECT: DOT Transit Benefit Certification (Excluding FAA)

PURPOSE: This Bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program.

BACKGROUND: In accordance with DOT Order 1750.1B, Transit Benefit Program Policy and Guidance, all DOT employees in the National Capital Region and Field Offices who participate in the Transit Benefit Program are required to certify their applications.

INFORMATION: The Annual Transit Benefit Recertification period is **April 22 – May 21, 2024**. DOT Transit Benefit Program participants must apply with a new application or Annual Recertification/Certification of their existing application during this period to remain in the program.

Failure to apply or recertify by the deadline could delay benefits or initiate withdrawal from the program.

ACTION: Refer to attached Applicant Checklist

1. Take the Transit Benefit Integrity Awareness in DOT Learns
 - Go to [DOT Learns Website](#)
 - In the catalog search box, type “Transit Benefit Integrity Awareness Training”
 - If you are unable to access DOT Learns please contact your Modal DOT Learns administrator.
2. Submit the application- Please refer to the included Applicant Checklist for assistance.
 - Go to [DOT Transit Benefit Participant Page](#)
 - Select the Transit Benefit Application System Link
 - Log in with your government email address
 - Select “Transit Benefit Application”

- Select “Certify/Enroll”
- Read and respond to the Warning against making false statements
- Select the reason for application as Annual Recertification/Certification
- Review/update all fields
- Complete and submit the application

You will receive email notifications as your application progresses through the approval process until application is completed by TRANServe.

Please visit the DOT Transit Benefit Participant Page for direct links to DOT Learns, Transit Benefit Application System, step-by-step how-to guides, and other resources.

Q&A SESSIONS: TRANServe will be holding question-and-answer sessions for anyone needing more information on the transit benefit recertification process.

- Tuesday, April 30, 2024 at 1:00 PM [Click here to join the meeting](#)
- Thursday, May 9, 2024 at 9:00 AM [Click here to join the meeting](#)

EXPIRATION DATE: This Bulletin will remain in effect until canceled.

CONTACT: If you have any questions, please contact your [DOT Modal Point of Contact](#).